

# California Energy Commission



CLASSIFICATION: ENERGY COMMISSION SPECIALIST III (EFF)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$5,831 - \$7,042

LOCATION: Efficiency and Renewable Energy Division  
Sacramento, CA

FINAL FILING DATE: November 2, 2008

## DUTIES/RESPONSIBILITIES:

The Energy Commission Specialist III (EFF) is under the general direction of the Deputy Director of the Efficiency and Renewable Energy Division and assists in all aspects of the Division programs and policies. The incumbent functions as an extension or augmentation to the Deputy Director (CEA III). The incumbent is the Energy Commission's top subject matter expert in the development and implementation of strategies to reduce GHG emissions particularly related to energy efficiency in buildings, appliances, industrial, commercial, and agricultural sector and serves as a highly skilled practitioner, prime resource person and innovator in this area. The incumbent will apply this expertise to assist the Energy Commission in assuring that the activities mandated in Health and Safety Code, Division 25.5 the Global Warming Solution Act of 2006 (Act) are carried out. In this capacity, the incumbent assists the Deputy Director with legislative correspondence, development and implementation of work plans and budget change proposals, and selecting appropriate staff to develop programs, requiring skills and knowledge of the highest work with the most critical or sensitive nature.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of and ability to analyze GHG emission reductions associated with a broad range of strategies designed to improve energy efficiency in all sector's of California's economy
- Ability to coordinate the complex technical work of others
- Act as a team lead to analyze more technical and complex situations accurately and take effective action
- Knowledge of legislative bill analysis
- Knowledge of budget, management analysis, planning, and program evaluation
- Ability to train technical staff in writing legislative bill analysis and work plans
- Excellent writing skills
- Ability to communicate effectively both orally and in writing
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WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

RPA#400-242

(OVER)

POS#535-400-4937-005

Training & Development Assignments may be considered.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

California Energy Commission  
Human Resources  
Debbie Powers (RPA#400-242)  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
(916) 654-4305

**California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922**

## JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

**RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL].**

When the Commission is in a hiring freeze, all JOBS must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

**CLASSIFICATION [REQUIRED].** Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

**TENURE [REQUIRED].** Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

**TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL].** When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

**TIME BASE [REQUIRED].** Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

**Will consider appointments less than full time [OPTIONAL].** If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

**SALARY [REQUIRED].** Provide the salary range. Provide each range if there is more than one.

**LOCATION [REQUIRED].** Provide only the office name and/or division name, and Sacramento, California.

**FINAL FILING DATE [REQUIRED].** Leave blank. The final filing date will be determined by the Personnel Analyst.

**DUTIES/RESPONSIBILITIES [REQUIRED].** Briefly describe the primary duties of the position (from the duty statement).

**DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED].** Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

**WHO MAY APPLY [REQUIRED].** Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

**[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test ] [OPTIONAL].** All Energy Analyst JOBS must include this statement.

**Training & Development Assignments may be considered [OPTIONAL].** If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

**Miscellaneous statements here [OPTIONAL].** Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED].** Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.